

WORD PROCESSING

ASSIGNMENT # 1 ~ FILENAME: FONTS

1. Open Word

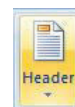
2. Click on the **Office Button**



Choose **OPEN** or click on the open folder icon

- a. Click on **My Computer** and select the **Hinton Drive>CTE Intro>Word Processing**
- b. Then double click on **FONTS**

3. Create a Header with; your name on the left, the class period in the center, and insert the Date and Time on the right. (Find the Header icon on the Insert Ribbon) or double click the top margin.



Your Name

Period #

Current Date

4. Follow the directions on the LINE/FONT APPEARANCE sheet that appears on your screen. **It must fit on one page.**
5. Save the File
 1. Click on **The Office Button** and then **Save As:**
 2. Click on the small folder in the white window at the top of the box that pops up and **select** the (H:) drive. It should include your student number. To select it, just click on it.
 3. Name the file: **"Fonts"** and click on the **Save** button.
6. **PRINT PREVIEW** and then **Print.** (**Office Button>Print>Print Preview**)
7. **Close** the File.

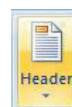
WORD PROCESSING

ASSIGNMENT # 2 ~ FILENAME: CAREERS

Open the file called “Careers.”

This file will teach you how to cut and paste paragraphs, put text into columns, how to center and bold the headings of each medical career and how to full justify the paragraphs.


Create a Header with; your name on the left, the class period in the center, and insert the Date and Time on the right. (Find the Header icon on the Insert Ribbon) or double click the top margin.



Your Name

Period #

Current Date

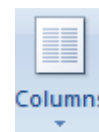
1. **Center** the **title (CTRL E)**, make it **bold** with **shadow** and change the **font size** to **16**. (Remember how to do this? The keyboard shortcut is **CTRL + D**)
2. Cut and Paste medical career paragraphs and arrange them in alphabetical order:
 - a. There are 7 medical career paragraphs.
 - b. Select the paragraph that needs to be first (hint: the 1st one is Admitting Clerk or Officer, the 2nd one is Genetic Counselor)
 - c. Select the desired paragraph (all of it)
 - d. Click on the scissors Icon  on the **Home Ribbon** or press **CTRL + X** - This removes (or cuts out) the paragraph and temporarily saves it to the paste function. Move the cursor where you want this paragraph to be - then right click - then click on past (the icon that looks like a clipboard or **CTRL+ V**) and Voila! There is your paragraph.

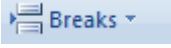



Continue to move all medical career title paragraphs until they are in alphabetic order. Be sure you push **ENTER** if you need spaces between paragraphs or **BACKSPACE** if you need to remove spaces.

Don't even think of printing this activity yet because there's a lot more to do.

3. Start **below** the **title “Connection to Careers”** and select all of the text that should be in columns. (See Answer Key) Make sure your selected text does **NOT** include the title, just everything below it.
4. Click on the **“Page Layout Ribbon”** and click on the “columns” icon. Choose 2 columns from the popup menu.
5. Center and bold each **medical career title** within the columns.



6. Put the cursor on the first line after the Admitting Clerk or Officer title (the first paragraph) and press ENTER twice to provide a double space after the title and before the text of the paragraph. Do the same after each medical career title – there are seven titles.
7. After the 3rd paragraph (Medical Records Administrator), go to the “Page Layout Ribbon” and find the “Breaks” button.  Click on it and choose a column break. This should send the next paragraph to the second column.
8. Highlight both columns (**not the title**) and Justify all of the paragraphs. You can do this by the keyboard shortcut **CTRL + J** or by clicking on Justify on the **Home Ribbon**. 
9. From the View Menu be sure to look in the zoom (magnifying glass icon) and choose Full Page and make sure it your document fits on **ONE** page...
10. If your document on the screen looks like the KEY then; **SAVE** as **Careers** to your student Drive.
11. **PRINT PREVIEW and then Print**
12. **CLOSE THE FILE.**

WORD PROCESSING

ASSIGNMENT # 3 ~ FILENAME: CODE


1. **Open** the file named “Code”
2. This file will teach you how to Find and Replace words and letters.
3. Create a Header with; your name on the left, the class period in the center, and insert the Date and Time on the right.
4. Be sure your cursor is at the top of the screen - before any text—on a blank line above the letter “Q”.
5. Click on **Replace** at the far right side of the **Home Ribbon** – You will then get the find and replace dialog box. (You can also get the find & replace dialog box by pressing **Ctrl + H**)
6. Type the number “1” in the box across from **Find what...** Press the TAB key.
7. Type the letter “a” in the box across from **Replace with.**
8. Click on “**Replace All**” and then **OK**. Replace All will search your document for all number “1’s” and replace them with the letter “a”
9. Use the above directions (6-9) as your find and replace the following numbers with the correct letter in the box below:

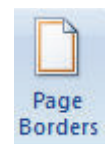
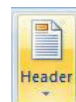
2	e
3	l
4	r
5	s
6	w
7	p
8	h
9	i

10. **Correct the capitalization as necessary!**
11. **SAVE AS: Code.**
12. **PRINT PREVIEW and then Print**

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ASSIGNMENT #4 ~ FILENAME: EXERCISE

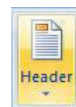
1. **Open** the file named Exercise
2. Insert your Header with Name, Period, and Date.
3. **Center** the title - Benefits of Daily Exercise- put it in **bold** and **shadow** and change the **font size** to 16.
4. Change the **font size** of the rest of the document to 10 pts. It makes quite a difference. Select the entire document (**Ctrl A**) then change the font size to 10. If the text doesn't all fit on ONE PAGE - then you will need to make the bottom or top margin smaller. (Page Layout – Margins)
5. To select a new symbol -
 - a. Double Click on the 1st ♥ symbol OR delete it and click on the “Symbol” button on the **Insert Ribbon** to Insert a new one.
 - b. You may select another symbol from the “symbols” subset or any subset and insert it. Remember, this article is an exercise so find an appropriate symbol. (Examples: ☺√☼)
 - d. Click on the symbol you want and click on “insert” then on “close”. That’s all there is to it!
 - e. Change all of the heart symbols to **different** symbols. Try to find a symbol that corresponds with that paragraph.
 - f. When all of the ♥ symbols are replaced then click on **CLOSE**.
 - g. If all of the text in the document isn't indented, push the TAB key to get it lined up.
6. Now for the border which will surround this document.
 - a. Go to **Page Layout Ribbon** and click on Page Borders.
 - b. Make sure the “**Page Border**” Tab is selected.
 - c. Choose the border you would like to use. Change the Border Style/Color, and Size then when you're satisfied click OK.
 - f. There's your border!
7. If you don't like that border - click on **Undo**  (It's in the Upper Left corner next to save) or press **Ctrl + Z** and that will delete it....and then choose another border.
8. Save your file as **Exercise** on your student drive. **Print and Close** the file.



WORD PROCESSING

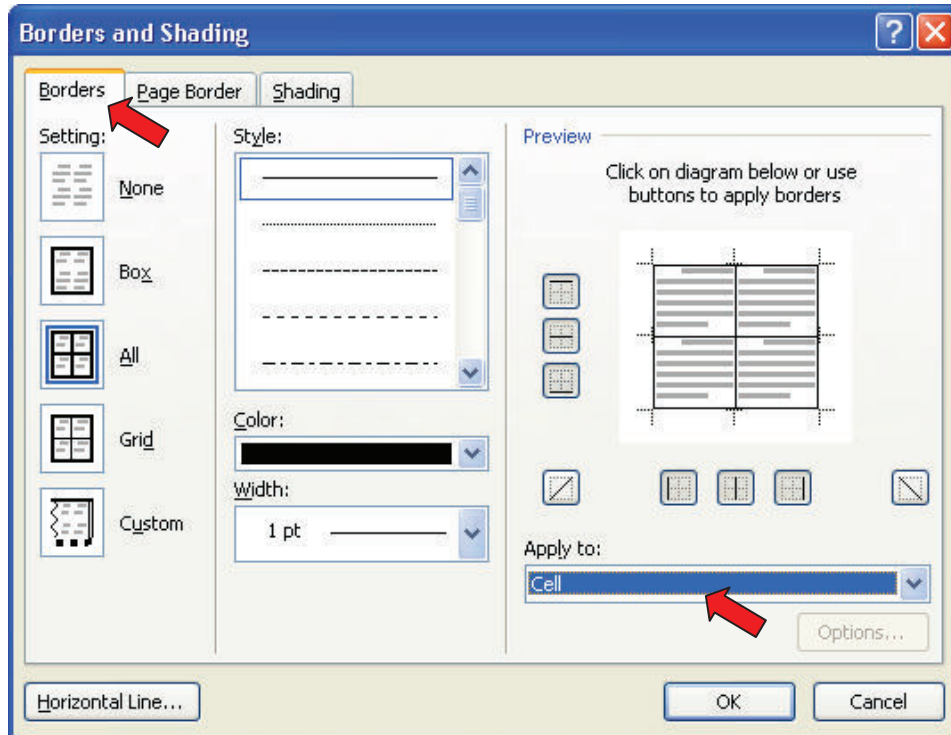
ASSIGNMENT #5 ~ MEDICAL SPECIALISTS

1. **Open: MedSpec.**
2. Insert your Header with Name, Period, and Date.
3. This file will teach you how to work inside of a table, how to sort the 1st row alphabetically, how to use the border/fill, how to center and bold the 1st row in the table - and hopefully a little about medical specialists.
4. Make the title look different:
 - a. Put it in **bold** (Ctrl + B) and **center** it. (Ctrl + E)
 - b. Select the title - Type **Ctrl D**
 - c. Then....choose **Small Caps**
5. Select the first row of the table with your mouse - (Name-Degree-Specialty) - drag mouse across (until it turns black) then bold and center this row
6. **Sort** the first column alphabetically . . .
 - a. **Select** the entire table including the column headings. (Click on this symbol  which will appear in the upper left corner of the table) The whole table will be selected.
 - b. With the Table selected go to the **Layout Ribbon** then click Sort.
 - c. Under “My list has” select header row. This is at the bottom of the sort box.
 - d. First Sort by (Column 1) and by Text in **ascending** order.
 - e. Then click on **OK**.
 - f. You will see now that the table has changed and the medical specialists are now arranged alphabetically.



To put a border around the first row and shade it in:

- a. Select the entire first row; which is the Column Headings.
- b. Right click on the 1st row and choose “Borders and Shading” from the pop up menu.
- c. Make sure you are on the “Borders” tab and **not** the “Page Borders” tab.
- d. Select “Custom” from the Settings column.
- e. Scroll through the style box until you find a style that is two horizontal lines.
- f. Change the point size to $\frac{3}{4}$ (if it is something else).
- g. Click on the bottom border of the preview cell (see below). You should see the bottom of this preview cell now have a double line.



- h. Make sure the “**Apply to**” box has the word “cell” in it. If not, click on it and change it to “cell”
 - i. While you’re still in this borders/shading box, click on the “**shading**” tab at the top of the box.
 - j. Find the “Patterns” area near the bottom left of the box. Select 5% **Shading** from the “**Styles**” pull down box. Right now, it is “clear.”
 - k. Then.....Click on **OK**.
7. **Center** the middle column (the Degree column)
 - a. Select the Middle Column. (Drag your mouse down the middle column)
 - b. Go to Layout and in the Alignment Tools choose Align Center.
 8. Look in the whole page view. (View – Zoom – Whole Page) Make certain that the table stays on **ONE PAGE**.
If this activity goes on two pages, delete some spaces (where there is no text) until the text fits on just one page.
 9. **Save as: Medspec**
 10. **Print Preview** and then **Print**
 11. **Close** the file and close **Word**